



Fellowes

THE WORLD'S TOUGHEST SHREDDERS™

PAPER SHREDDER

Personal Series



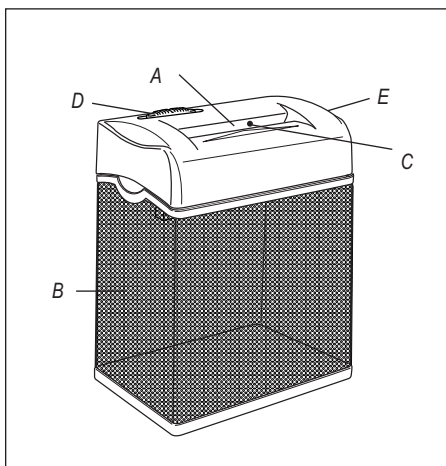
MODEL
Shredmate

USE AND CARE MANUAL

PLEASE READ AND SAVE THIS MANUAL WITH YOUR ORIGINAL RECEIPT

Customer Service: 1-800-955-0959

PARTS OF THE SHREDDER



A. Paper entry

B. Basket

C. Auto-start sensor

D. Power disconnect
switch

E. Shredder head

ASSEMBLY

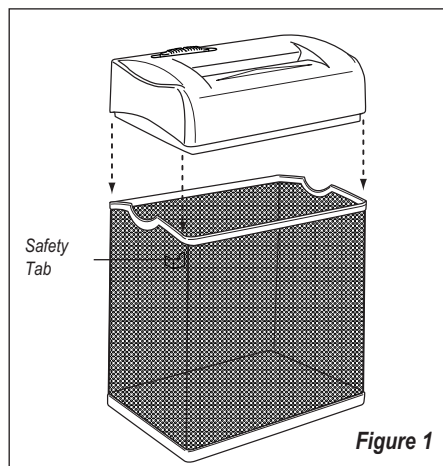


Figure 1

NOTE: This shredder will operate only when used with the supplied basket. The supplied basket has a built-in safety feature which prevents the shredder from operating if used with any other basket or if improperly assembled.

To assemble shredder

CAUTION

This shredder contains sharp edges on the underside of the shredder head. Use caution when positioning the shredder head onto the basket.

1. Remove protective corrugated cover on back of shredder and caution label on top of shredder.
2. Position shredder head over basket as shown in Figure 1.
3. Align slot on front of shredder head with the tab on the inside front or back of the basket.
4. Lower shredder head onto basket (while maintaining safety tab/slot alignment).

PRODUCT USAGE GUIDE





Shredmate

Sheet capacity*:	4 sheets folded
Shred type:	Confetti
Shred size:	4 x 22 mm
Entry width:	114 mm
Recommended use:	10-20 shredding passes per day
Operation time:	Short time operation 4 min.





*Sheet capacity measured with 20 lb., 8-1/2" x 11" paper with the shredder operating at rated voltage. Different paper weights, humidity, and electrical currents will affect capacity.

IMPORTANT SAFEGUARDS

⚠ WARNING

- NEVER insert hands or fingers into paper entry as serious personal injury may result. 
- THIS MACHINE IS NOT A TOY. Keep children and pets away from shredder AT ALL TIMES as serious injury may result. Always unplug shredder when not in use. 
- Keep loose objects (jewelry, ties, long hair) away from shredder. These items and others like them may cause serious injury if they accidentally fall into the paper entry.  

⚠ CAUTION


- Confetti cut shredders contain sharp edges on the underside of the machine. Use caution when positioning the shredder head onto the basket.
- This shredder has a Power/Disconnect Switch (D) that must be in the AUTO position to operate shredder. In case of an emergency move switch to OFF (O) position. This action will stop shredder immediately. 
- 4 folded sheets per pass to avoid jams. 
- Do not shred plastic, continuous forms, adhesive labels, transparencies, glossy paper, newsprint, or cardboard.
- This shredder will shred paper, staples and credit cards. Do not attempt to shred paper clips or other hard materials (except those noted above).
- Do not place shredder near or over a heat source or water.
- Always turn off and unplug unit before moving or cleaning and when not in use.
- Do not insert aerosol cleaners into or around the shredder. Some agents may combust, causing serious injury.
- Never use flammable synthetic oil, petroleum-based or aerosol lubricants to oil the cutting blades. Some agents may combust, causing serious injury. 
- Do not use canned air on shredder.
- The grounded socket outlet shall be installed near the equipment and shall be easily accessible.
- Do not use this product if it or the cord has been damaged in any way.
- Do not open the cover for any reason. Doing so can expose you to dangerous voltages and will void your warranty. 

Power Cord Care

- Place power cord in an easily accessible position, because it is the main disconnect switch.
- Do not place machine where adults, children or animals may walk on the cord.
- Do not rest anything on the power cord.
- If an extension cord is used, be sure that all products plugged into the extension cord do not exceed the extension cord ampere rating.

OPERATION

⚠ WARNING

This product features an auto-start sensor. This sensor will turn on the cutting blades whenever anything is inserted into the paper entry (while the power switch is in the **AUTO** position). For the safety of pets and children, we recommend always moving the power switch to **OFF** and unplugging whenever the shredder is unattended or not in use. 

1. Assemble shredder (see **ASSEMBLY**).
2. Remove any paper clips or other foreign objects (except staples) from paper. If folding paper to fit paper entry, adjust sheet capacity appropriately.

⚠ CAUTION

Do not attempt to shred paper clips or other hard materials (except staples) with this machine. Extensive use of paper clips or other hard materials will result in damage to the cutting system and will void the manufacturer's warranty.

3. Be sure power switch is in **OFF** position. Plug shredder into proper power supply outlet.
4. Move power switch to **AUTO** position. When the unit is turned on and in standby mode, the shredder is ready to be fed paper through the paper entry.

⚠ WARNING

NEVER insert hands or fingers into paper entry as serious personal injury may result. 

⚠ CAUTION

Do not exceed recommended sheet capacity. See *Product Usage Guide* (page 2).

5. Slide paper straight into paper entry until the shredder automatically begins shredding. (if paper is wider than paper entry, fold paper in half before shredding)
The shredder automatically stops a few seconds after shredding is complete.
If the shredder jams or shuts off before the maximum shredding time, see *Clearing a Jam* for more information.
6. Move power switch to off position when shredding is complete.
7. Unplug power cord from outlet whenever shredder is unattended or not in use.
8. Check basket to see if it is full. If full, remove shredder head and empty basket contents. Replace shredder head onto basket.

Cool-Down Cycle

This shredder is protected with a special safety feature which prevents the motor from overheating with extensive use. *When shredding is attempted beyond the machine's maximum running time, the shredder will automatically shut off its motor until it has cooled to an acceptable operating level.* This is normal and the shredder will return to operation after the cool-down or "off" period. See Product Usage Guide (page 2) for maximum running time and related cooling "off" time.

Clearing a Jam

If the shredder sheet capacity is exceeded or paper is not put in straight, a jam may result. See *Product Usage Guide* (page 2) for maximum sheet capacity for your shredder.

To clear a jam:

1. Move the power switch to the **REVERSE** position. (**NOTE:** If waste basket is full, empty it before clearing jam.) The shredder will reverse the paper to clear the jam.
2. If the shredder jams in reverse, move the power switch to **AUTO** and shredder will run for about two seconds. If jam does not clear, move power switch to **REVERSE** again and allow to run for about three seconds. Repeat this procedure until the jam is cleared. If necessary, grasp the paper carefully and pull out to clear the jam.
3. Once the jam is cleared, move the power switch to **AUTO** for continued shredding or **OFF** if shredding is complete.

LIMITED WARRANTY

Fellowes, Inc. warrants the machine to be free from defects in material and workmanship for **1 year** from the date of purchase by the original consumer. If any part is found to be defective during the warranty period, your sole and exclusive remedy will be repair or replacement, at Fellowes' option and expense, of the defective part.

This warranty does not apply in cases of abuse, mishandling or unauthorized repair. ANY IMPLIED WARRANTY, INCLUDING THAT OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, IS HEREBY LIMITED IN DURATION TO THE APPROPRIATE WARRANTY PERIOD SET FORTH ABOVE. IN NO EVENT SHALL FELLOWES BE LIABLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES ATTRIBUTABLE TO THIS PRODUCT. This warranty gives you specific legal rights. You may have other legal rights that vary from this warranty. The duration, terms and conditions of this warranty are valid worldwide, except where different limitations, restrictions or conditions may be required by local law. For more details or to obtain service under this warranty, please contact us or your dealer.

TROUBLESHOOTING

Shredder will not operate.	<div>a. Shredder is not plugged in.</div> <div>b. Power switch is in the OFF position. Move switch to AUTO position.</div> <div>c. Shredder is jammed. See <i>Clearing a Jam</i>.</div> <div>d. Shredder has exceeded the maximum run time and requires a "cool-down" time. See <i>Product Usage Guide</i>.</div> <div>e. Shredder is not assembled properly. See <i>Assembly</i>.</div> <div>f. Safety tab may be broken. Turn shredder head around and lower back onto basket to use back-up safety tab on other side of basket. See <i>Assembly</i>.</div>
Shredder suddenly stops while shredding.	<div>a. Shredder has exceeded the maximum run time and requires a "cool-down" time. See <i>Product Usage Guide</i>.</div> <div>b. Shredder is jammed. See <i>Clearing a Jam</i>.</div>
Shredder operates only in REVERSE.	A small piece of paper may be blocking the auto-start sensor. Move the power switch to the OFF position and unplug the shredder . Turn shredder over and use a toothpick (from the underside of the unit) to clear the paper blockage at the auto-start sensor (center) location.
Shredder runs continuously when in AUTO.	A small piece of paper may be causing the auto-start feature to run continuously. Move the power switch to the OFF position and unplug the shredder . Use a toothpick (from the top of the unit) to clear the paper blockage at the auto-start sensor (center) location.
Shredder runs for a few seconds after the paper has cleared the cutters.	This is normal. The shredder runs a few seconds longer than the paper in order to keep the cutters clear of paper particles and reduce the chances of a jam.

W.E.E.E.

English

This product is classified as Electrical and Electronic Equipment. Should the time come for you to dispose of this product please ensure that you do so in accordance with the European Waste of Electrical and Electronic Equipment (WEEE) Directive and in compliance with local laws relating to this directive.

For more information on the WEEE Directive please visit www.fellowesinternational.com/WEEE

French

Ce produit est classé dans la catégorie « Équipement électrique et électronique ». Lorsque vous déciderez de vous en débarrasser, assurez-vous d'être en parfaite conformité avec la directive européenne relative à la gestion des déchets d'équipements électriques et électroniques (DEEE), et avec les lois de votre pays liées à cette directive.

Pour obtenir des plus amples informations sur cette directive, rendez-vous sur www.fellowesinternational.com/WEEE

Spanish

Se clasifica este producto como Equipamiento Eléctrico y Electrónico. Si llegase el momento de deshacerse de este producto, asegúrese que lo hace cumpliendo la Directiva Europea sobre Residuos de Equipamiento Eléctrico y Electrónico (Waste of Electrical and Electronic Equipment, WEEE) y las leyes locales relacionadas con esta directiva.

Para más información acerca de la Directiva WEEE, visite www.fellowesinternational.com/WEEE

German

Dieses Produkt ist als Elektro- Elektronikgerät Gerät klassifiziert. Wenn Sie dieses Gerät eines Tages entsorgen müssen, stellen Sie bitte sicher, dass Sie dies gemäß der WEEE (European Waste of Electrical and Electronic Equipment) <<Richtlinie, die Regelungen für die Sammlung und Verwertung von Elektro- und Elektronikgeräten vor gibt>> und in Übereinstimmung mit der lokalen Gesetzgebung in Bezug auf diese Richtlinie tun.

Mehr Informationen zur WEEE-Richtlinie finden Sie hier: www.fellowesinternational.com/WEEE

Italian

Questo prodotto è classificato come Dispositivo Elettrico ed Elettronico. Al momento dello smaltimento di questo prodotto, effettuarlo in conformità alla Direttiva Europea sullo Smaltimento dei Dispositivi Elettrici ed Elettronici (WEEE) e alle leggi locali ad essa correlate.

Per ulteriori informazioni sulla Direttiva WEEE, consultare il sito www.fellowesinternational.com/WEEE

Dutch

Dit product is geclassificeerd als een elektrisch en elektronisch apparaat. Indien u besluit zich te ontdoen van dit product, zorg dan a.u.b. dat dit gebeurt in overeenstemming met de Europese richtlijn inzake afval van elektrische en elektronische apparaten (AEEA) en conform de lokale wetgeving met betrekking tot deze richtlijn.

Voor meer informatie over de AEEA-richtlijn kunt u terecht op www.fellowesinternational.com/WEEE

Swedish

Denna produkt är klassificerad som elektrisk och elektronisk utrustning. När det att dags att omhänderta produkten för avfallshantering se då till att detta utförs i enlighet med WEEE-direktivet om hantering av elektrisk och elektronisk utrustning och i enlighet med lokala bestämmelser relaterade till detta direktiv.

För mer information om WEEE-direktivet besök gärna www.fellowesinternational.com/WEEE

Danish

Dette produkt er klassificeret som elektrisk og elektronisk udstyr. Når tiden er inde til at bortskaffe dette produkt, bedes De sørge for at gøre dette i overensstemmelse med det Europæiske direktiv om affald af elektrisk og elektronisk udstyr (WEEE) og i henhold til de lokale love, der relaterer til dette direktiv.

For yderligere oplysninger om WEEE-direktivet bedes De besøge www.fellowesinternational.com/WEEE

Finnish

Tämä tuote luokitellaan sähkö- ja elektroniikkalaitteeksi. Kun tuote poistetaan käytöstä, se on hävitettävä sähkö- ja elektroniikkalaiteromusta annetun EY:n direktiivin (WEEE) ja direktiivin liittyvän kansallisen lainsäädännön mukaisesti.

Lisätietoja WEEE-direktiivistä on osoitteessa www.fellowesinternational.com/WEEE

Norwegian

Dette produktet klassifiseres som elektrisk og elektronisk utstyr. Hvis du har tenkt å bortskaffe dette produktet, vennligst se til at du gjør dette i overensstemmelse med det europeiske WEEE-direktivet (Waste of Electrical and Electronic Equipment) og ifølge lokalt lovverk forbundet med dette direktivet.

For mer informasjon om WEEE-direktivet, vennligst besøk www.fellowesinternational.com/WEEE

Polish

Ten produkt został zaklasyfikowany do grupy urządzeń elektrycznych i elektronicznych. W celu pozbycia się zużytego sprzętu będącego w Państwa posiadaniu należy postępować zgodnie z Europejską Dyrektywą w sprawie zużytego sprzętu elektrycznego i elektronicznego (WEEE) oraz z lokalnie obowiązującym prawem.

Więcej informacji znajdziecie Państwo na stronie www.fellowesinternational.com/WEEE

Russian

Данное изделие классифицировано как электрическое и электронное оборудование. Когда придет время утилизировать данное изделие, пожалуйста, обеспечьте соблюдение Директивы Евросоюза об утилизации отходов электрического и электронного оборудования (Waste of Electrical and Electronic Equipment, WEEE) и местных законов, связанных с ней.

Для получения дополнительной информации о директиве WEEE, пожалуйста, посетите веб-сайт www.fellowesinternational.com/WEEE

Greek

Αυτό το προϊόν είναι ταξινομημένο ως Ηλεκτρικός και Ηλεκτρονικός Εξοπλισμός. Σε περίπτωση που θέλετε ν' απορρίψετε αυτό το προϊόν, παρακαλείσθε να βεβαιωθείτε ότι κάνετε την απόρριψη σύμφωνα με την Ευρωπαϊκή Οδηγία σχετικά με τα Αποβλήτα Ηλεκτρικού και Ηλεκτρονικού Εξοπλισμού (WEEE) και σύμφωνα με τους τοπικούς νόμους που σχετίζονται μ' αυτή την οδηγία.

Για περισσότερες πληροφορίες σχετικά με την Οδηγία WEEE, παρακαλείσθε να επισκεφτείτε την ιστοσελίδα www.fellowesinternational.com/WEEE

Turkish

Bu ürün, Elektriksel ve Elektronik Ekipman olarak sınıflandırılmıştır. Bu ürünü bertaraf etme zamanı geldğinde, lütfen bunun Avrupa Elektriksel ve Elektronik Ekipmanların Atılması (WEEE) Yönetmeliği ve bu yönetmelikle ilgili yerel kanunlar uyarınca yapıldığından emin olun.

WEEE Yönetmeliği hakkında daha fazla bilgi için lütfen www.fellowesinternational.com/WEEE sitesini ziyaret edin

Czech

Tento výrobek je klasifikován jako elektrické a elektronické zařízení. Po skončení jeho životnosti zajistěte jeho likvidaci v souladu se Směrnicí 2002/96/ES o odpadu z elektrických a elektronických zařízeních (OEEZ) a v souladu s místními předpisy, které s touto směrnicí souvisí.

Více informací o směrnici OEEZ najdete na stránkách www.fellowesinternational.com/WEEE

Slovak

Tento produkt je klasifikovaný ako elektrické a elektronické zariadenie. Ak nastane čas zlikvidovať tento produkt, zabezpte te, prosím, aby ste tak urobili v súlade s Európskou smernicou o odpade z elektrických a elektronických zariadeniach (WEEE) a v zhode s miestnymi zákonmi vz ahujujúcimi sa na túto smernicu.

Podrobnejšie informácie o Smernici WEEE nájdete na www.fellowesinternational.com/WEEE

Hungarian

Ez a termék Elektromos és elektronikus berendezés besorolású. Ha eljönne az idő, amikor ki kell dobni a terméket, akkor kérjük, gondoskodjon arról, hogy ezt az Európai elektromos és elektronikus berendezések hulladékáról szóló (WEEE) irányelv szerint tegye, megfelelően az irányelvhez kapcsolódó helyi törvényeknek is.

A WEEE Irányelvvel vonatkozó további információkért kérjük, keresse fel a www.fellowesinternational.com/WEEE internetes címet

Portuguese

Este produto está classificado como Equipamento Eléctrico e Electrónico. Quando chegar a altura de eliminar este produto, certifique-se de que o faz em conformidade com a Directiva relativa a Resíduos de Equipamentos Eléctricos e Electrónicos (REEE) e em observância da legislação local relativa a esta directiva.

Para obter mais informações sobre a Directiva relativa a Resíduos de Equipamentos Eléctricos e Electrónicos (REEE), visite o endereço www.fellowesinternational.com/WEEE

Declaration of Conformity

Fellowes Manufacturing Company

Yorkshire Way, West Moor Park,
Doncaster, South Yorkshire, DN3 3FB England
declares that the product
Model ShredMate

conforms with the requirements of the Restriction of Hazardous Substances Directive (2002/95/EC), the Low Voltage Directive (73/23 EEC) and the Electromagnetic Compatibility Directive (89/336 EEC) and the following harmonized European Normes (EN Standards) and IEC Standards.

Safety: EN 60950-1:2001/A11:2004
EN294:1992
EN292-2:1991+A1:1995
EN27779:1991

EMC: EN 55014-1 / A2:2002
EN 55014-2 / A1:2001
EN61000-3-2 / A2:2005
EN61000-3-3 / A1:2001

Itasca, Illinois, USA
June 30, 2006

James Fellowes

James Fellowes

Help Line

Australia	+ 1-800-33-11-77
Canada	+ 1-800-665-4339
México	+ 1-800-234-1185
United States	+ 1-800-955-0959

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Australia	+ 61-3-8336-9700
Benelux	+ 31-(0)-76-523-2090
Canada	+ 1-905-475-6320
Deutschland	+ 49-(0)-5131-49770
France	+ 33-(0)-1-30-06-86-80
Italia	+ 39-071-730041
Japan	+ 81-(0)-3-5496-2401
Korea	+ 82--2-3462-2884
Malaysia	+ 60-(0)-35122-1231
Polska	+ 48-(0)-22-771-47-40
España	+ 34-91-748-05-01
Singapore	+ 65-6221-3811
United Kingdom	+ 44-(0)-1302-836836
United States	+ 1-630-893-1600

www.fellowes.com

Fellowes

1789 Norwood Avenue, Itasca, Illinois 60143-1095 • USA • 630-893-1600

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